

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-144T

DATE: 08 JUN 2004

CLOSING DATE: 12 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

PURCHASING AGENT, GS-1105-07, TC65181000

APPOINTMENT FACTORS:	OFFICER ()	WARRANT OFFICER ()	ENLISTED (X)
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SALARY RANGE:

\$33,071 - \$42,993 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON, AZ

This position is in the Federal/Excepted Civil Service and is **open to current members of the 162nd FW. Individual selected will receive an Indefinite appointment and may be converted to Permanent status based on the availability of unit vacancies/funding. If a Permanent technician is selected they will remain in that status.** Acceptance of a Federal excepted technician position will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds not authorized.**

NOTE: Placement for this position will not occur until funding is received.

NOTE: This position is subject to rotating or night shift work.

NOTE: This position is in support of the United Arab Emirates (UAE)/Block 60 Program

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (162nd FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 6C0XX

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Working knowledge of supply system.
2. Working knowledge of business field.
3. Ability to read and interpret rules and regulations.
4. Ability to determine the best purchase price for the Government.
5. Ability to learn Federal Government purchasing procedures.
6. Ability to communicate and deal effectively with persons in the business community.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 12 months experience in purchasing goods and services, including technical items involving non-local sources of supply, requests for local manufacture, and contracting for routine services.

BRIEF JOB DESCRIPTION: This position is located at the 162nd Fighter Wing, Tucson, Arizona. The purpose of this position is to purchase goods and services in support of Air National Guard requirements. Screens requests for procurement of supplies, equipment and services to determine type of procurement action required. Requests cover a wide range of property classes, such as photographic, chemicals, clothing, subsistence, furniture, plumbing and heating, construction and parts, medical and communication equipment, etc. This includes both stock listed and non-stock listed items. Researches publications to determine if items are available through normal supply sources such as Federal Supply Schedules, GSA, Federal Prison Industries, Blind Made Products, small business set-asides or other specified source of supply. Negotiates for services such as custodial service, dry-cleaning and laundry, routine building repair and maintenance, food service, etc. Develops invitations for bid and request for proposals or quotations. Discusses with potential supplier's matters of price, discounts and delivery provisions. Explains and confers on tailor-made contract clauses, specifications, purchase descriptions and other special requirements. Contacts users to clarify requirements or to suggest substitutes; and suppliers to give and receive information about new items, new sources of supply, prices, item availability; to explain specific requirements, regulations and procedures' to obtain items or services within short deadlines; or to question price quotations which appear to be out of line.

SELECTING SUPERVISOR: SMSgt SCOTT STEDMAN